
OVERVIEW

Parent/substitute parents (P/SP) have the right to choose the type of child care provider they wish to use. Also, P/SPs have the right to full access to their children at any time while they are in care.

ELIGIBLE PROVIDERS

Care must be provided in Michigan by an eligible provider. Eligible providers are:

- Licensed Providers:
 - Child care centers.
 - Group homes.
 - Family homes.
- License Exempt Providers:
 - License exempt-tribal.
 - License exempt-military.
 - License exempt-related.
 - License exempt-unrelated.

Note: If the client identifies an individual who is not currently enrolled as a license exempt provider, instruct the client that provider applications can be found at www.michigan.gov/childcare in the *Providers* section. The application should be completed by the provider applicant and submitted to the Michigan Department of Education (MDE).

PROVIDER DEFINITIONS

Licensed

Child care centers, group homes and family homes must be licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA) Child Care Licensing Bureau (CCLB) in order to bill and receive payment for Child Development and Care (CDC) subsidy eligible children. CCLB ensures that all required background checks are completed, and that initial and ongoing health and safety training is completed pursuant to The Child Care

Organizations Act, as amended (1973 P.A. 116) and the rules promulgated under this act.

As part of LARA's broader work to assure that each licensed child care setting is and remains conducive to the welfare of children, LARA maintains documentation for providers with known system matches that have been grandfathered. This pertains to providers who were licensed prior to reauthorization of the Child Care and Development Block Grant (CCDBG), who would have become ineligible due to non-mandatory, exclusionary crimes. LARA allows these providers to continue to provide care and is responsible for oversight to ensure the setting remains conducive to the welfare of children. These providers remain eligible to receive CDC subsidy.

Clients who request assistance with finding a licensed provider should be referred to Great Start to Quality, the online early learning resource site, at www.greatstarttoquality.org. All active licensed providers are searchable. If additional assistance is needed, clients can be referred to 877-614-7328 to reach the Great Start to Quality Resource Center serving their county. Resource centers can provide personal consultation to families in need of child care.

In instances where the local office identifies a licensed child care center or a group or family home that does not have a provider ID number, and one is needed in order to authorize payments to that provider, the local office must send a request to MDHHS-Provider-Management@michigan.gov. The request must include the provider's name, license number and a contact name and phone number.

License Exempt

Certain child care centers, homes and individuals that provide child care do not require licensure under The Child Care Organizations Act, as amended (1973 P.A. 116). These include the following provider types:

License Exempt-Tribal

Facilities located on tribal land and child care homes located on tribal land or in their tribal service area.

License Exempt-Military

Facilities located on federal land, including military installations.

License Exempt-Related

A license exempt-related provider must be all of the following:

- An adult who is 18 years or older.
- Provides care for no more than six children at one time.
- Provides care in the provider's home or where the child(ren) lives.
- Related to the child(ren) by blood, marriage or adoption as one of the following:
 - (Great) Grandparent.
 - (Great) Aunt or Uncle.
 - Sibling (allowable only if the provider lives at a different residence).

Note: A divorce ends a relationship gained through marriage.

License Exempt-Unrelated

A license exempt-unrelated provider must be all of the following:

- An adult who is 18 years or older.
- Provides care for no more than six children at one time.
- Provides care where the child(ren) lives.

Note: An entire Agricultural Labor Camp (migrant camp), licensed by the Michigan Department of Agriculture and Rural Development, pursuant to P.A. 368 of 1978 part 124, shall be considered as the child's own home.

**PROVIDER
ENROLLMENT****Licensed**

Licensed child care centers, group homes, and family homes can bill and receive payment for CDC subsidy eligible children, as long as the provider is not under disciplinary action, as defined in this policy item. No further enrollment activity is necessary for the CDC program.

**License Exempt
Enrollment
Process****All License Exempt**

To receive CDC subsidy payment for care of eligible children, a provider must complete and submit the appropriate application to be enrolled by MDE. Additional requirements may apply.

Each required application can be found at www.michigan.gov/childcare in the Providers section, and each includes a list of verification requirements.

Applications and required verifications must be faxed to 517-284-7529 or mailed to:

MDE - Child Development and Care
Provider Enrollment
P.O. Box 30267
Lansing, MI 48909

A provider applicant who does not submit all required verifications will be notified and given an additional five business days to provide the missing verifications. Failure to provide all required verifications within this time frame will result in denial of the application. A provider applicant who is unable to meet the verification deadline, despite a reasonable effort, may request an extension by calling MDE at 866-990-3227.

If the Michigan Department of Health and Human Services (MDHHS) receives an application or a request for a facility or individual to be enrolled as a license exempt child care provider, date stamp any documents and forward the provider's non-personally identifiable information (PII) to CDCProviderEnrollment@michigan.gov. Fax information or applications that contain PII. All documents must be date stamped and forwarded within 48 hours of the receipt. MDE will check the applications and verifications for completeness and follow-up with the provider if additional information is required.

License Exempt-Tribal

Complete the CDC License Exempt-Tribal Child Care Center Provider Application or the CDC License Exempt-Tribal Group and Family Home Provider Application. If there are questions about applying, call MDE at 866-990-3227.

Each license exempt-tribal provider is monitored by a tribal oversight agency, which ensures that all required background checks, health and safety training (both initial and ongoing), and health and safety monitoring visits are completed.

License Exempt-Military

Complete the Child Development and Care (CDC) License Exempt Military Provider Application. To request an application, call MDE at 866-990-3227.

Each license exempt-military provider is monitored by a military oversight agency, which ensures that all required background checks, health and safety training (both initial and ongoing), and health and safety monitoring visits are completed.

License Exempt-Related

Complete the Child Development and Care (CDC) License Exempt Provider Application, available at www.michigan.gov/childcare.

In addition to the application, the following verifications must be provided:

- Proof of age, identity and residence.
- A copy of a valid Social Security card.

Exception: If a Social Security card cannot be provided, a copy of a valid birth certificate and a printout of the provider's information, including Social Security number, from the Social Security Administration may be used.

Prior to enrollment, provider applicants may be subject to an address inquiry and must complete a telephone interview with MDE staff. An address inquiry is not required for a provider who is living in a shelter or a migrant camp.

License exempt-related providers and their household members are subject to the following background check clearances prior to enrollment:

- Central Registry.
- ICHAT.
- OTIS.
- PSOR.

Clearances are completed on the provider/applicant. If no match is found clearances are completed on any adult household members entered in Bridges on the Provider Associated Household People screen.

Note: This includes parents requesting child care and living in the same household as the provider. Providers denied from a background clearance result on a parent will be required to provide a written statement that the provider will only provide care for the children of the parent who does not meet program requirements and that the provider will not be eligible to receive CDC payment for any other children, regardless of where care is provided. This statement must be provided to MDE with all other verifications.

Enrollment is complete when the completed application and all verifications have been received, the telephone interview has been conducted, all background check clearances have been returned, and the provider applicant meets all criteria to be a license exempt-related provider.

License Exempt-Unrelated

Complete the Child Development and Care (CDC) License Exempt Provider Application, available at www.michigan.gov/childcare.

In addition to the application, the following verifications must be provided:

- Proof of age, identity and residence.
- A copy of a valid Social Security card.

Exception: If a Social Security card cannot be provided, a copy of a valid birth certificate and a printout of the provider's information, including Social Security number, from the Social Security Administration may be used.

Prior to enrollment, provider applicants must complete a telephone interview with MDE staff.

License exempt-unrelated providers are subject to the following background check clearances prior to enrollment:

- Central Registry.
- ICHAT.
- OTIS.
- PSOR.

Note: The following clearances require fingerprint submission. The cost of background checks is the responsibility of the provider applicant.

- MSP Criminal History Records.
- FBI Identity History Summary.
- NCIC NSOR.
- Inter-state clearances.

Enrollment is complete when the completed application and all verifications have been received, the telephone interview has been conducted, all background check clearances have been returned, and the provider applicant meets all criteria to be a license exempt-unrelated provider.

The provider applicant may be denied if the fingerprint submission is not completed within 30 days of the Fingerprint Request Form mailing date.

Note: Re-enrollment after provider closure may require a new fingerprint submission. Background check clearances based on fingerprints remain valid 180 days from the date the provider stops providing care. An out of state move voids previous clearances.

Service Begin Date

All License Exempt

The service begin date for an eligible license exempt provider is the receipt date of the application.

Exception: The service begin date is the day after the closure if the provider:

- Was closed in error.
- The provider appeals a denial/closure within 30 days, and the denial/closure is overturned.
- The provider requests a reconsideration of his/her disqualification, and the disqualification is reversed.

Exception: The service begin date will be the first day of the pay period after a provider and/or household member's expungement, whichever is later, if the provider is approved after a Central Registry related denial/closure.

Provider Notices**License Exempt-Related and License Exempt-Unrelated**

When an eligible provider is enrolled, Bridges will send a DHS-4481-D, CDC License Exempt Provider Confirmation, to the provider.

All Child Care Providers

When a provider is authorized to provide care for a CDC eligible child, Bridges will send a DHS-198, Child Development and Care (CDC) Provider Notice, to the provider. The client will receive a DHS-198-C, Child Development and Care (CDC) Client Notice.

Bridges will send a DHS-4807, Notice of Child Development and Care Provider Ineligibility, to a provider if he/she is denied or closed. Bridges will send the DHS-4807-C to the client and end the authorizations if the provider is associated with a CDC case.

Closure for Training**License Exempt-Related and License Exempt-Unrelated**

A provider who has not completed Great Start to Quality Orientation (GSQO) within 5 months after enrollment may be closed due to failure to complete the required training.

A provider who fails to complete the ongoing training requirement by December 20th of the current calendar year may be closed; see *ongoing provider training* in this item.

Closure for Inactivity**License Exempt-Related and License Exempt-Unrelated**

A provider who has not submitted billing in the past 5 months may be closed due to inactivity.

Re-enrollment After Closure**All License Exempt**

Providers who want to re-enroll after closure must submit a new provider application to the CDC office.

Note: A provider closed for failing to complete the ongoing training requirement in a previous year must complete the current year's ongoing training prior to re-enrollment.

Health and Safety Coaching Visits

License Exempt-Unrelated

A license exempt-unrelated provider must provide care where the child(ren) lives. An annual health and safety coaching visit at this location is required. This visit may be announced or unannounced. License exempt-unrelated providers must respond to the health and safety coach when they are contacted to set up this visit or when the coach arrives for an unannounced visit. Failure to respond to repeated, documented, contact attempts shall be considered refusal to complete the health and safety visit.

An additional unannounced visit(s) may be required for corrective action plans or other concerns arising out of an annual visit, when health and safety compliance is not demonstrated.

The provider assignment to the child(ren) will end if the coaching visit is not completed, or when health and safety compliance cannot be demonstrated after a corrective action plan. A provider will not be re-assigned to care for the child(ren) until the visit has been completed.

Provider Training

All Child Care Providers

All providers are required to complete health and safety training and child development training that covers the following topics:

1. Child Development Training.
2. Prevention and control of infectious diseases (including immunization).
3. Prevention of Sudden Infant Death Syndrome and use of safe sleeping practices.
4. Administration of medication, consistent with standards for parental consent.
5. Prevention of and response to emergencies due to food and allergic reactions.

6. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic.
7. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.
8. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.
9. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
10. Precautions in transporting children (if applicable).
11. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification.
12. Recognition and reporting of child abuse and neglect.

Ongoing Provider Training

All Child Care Providers

All providers are required to complete annual ongoing health and safety and child development training that includes review of the *provider training* topics in this item.

Failure to comply with ongoing training requirements will result in the provider being ineligible to receive the CDC subsidy.

Licensed

Required ongoing health and safety training for child care centers, group homes and family homes is monitored by LARA.

License Exempt-Tribal

Required ongoing health and safety training for license exempt-tribal providers is monitored by each tribal oversight agency.

License Exempt-Military

Required ongoing health and safety training for license exempt-military providers is monitored by each military oversight agency.

License Exempt-Related and License Exempt-Unrelated

Ongoing health and safety training is issued annually by MDE to meet health and safety requirements. The trainings include the following:

- Review of the *provider training* topics listed in this policy item. Each topic will be reviewed once every three years:
 - Group one (of three) training: Topics 2, 4, 5 and 11.
 - Group two (of three) training: Topics 1, 3, 7 and 12.
 - Group three (of three) training: Topics 6, 8, 9 and 10.
- New guidance published by MDE based on health and safety updates.

Each year MDE's approved ongoing health and safety training is available to providers in the Michigan Registry system (www.miregistry.org) and face to face. Each format will include a confirmation that training content was understood.

Providers must complete the ongoing training by December 20th of the current calendar year, **unless** exempt from the requirement until the following year based on one of the following:

- The provider completed GSQO during the current calendar year.
- The provider has not yet completed GSQO.
- The provider was previously enrolled and was re-enrolled during the current calendar year.

Exception: A provider closed for failing to complete the ongoing training requirement in a previous year must complete the current year's training prior to re-enrollment.

Provider Changes

All Child Care Providers

The following changes shall be reported within 10 calendar days to avoid unnecessary closures and disruptions to child care enrollment and services.

- Name.
- Address.
- Staff (when applicable).
- Adult household members (when applicable).
- Social Security Number or Tax ID.

When a provider reports a change to his/her information, supporting verifications may be required prior to the change being completed.

Note: When the local office receives a request for an address change from a license exempt provider, send an email with all pertinent information, excluding any PII, to CDCProviderEnrollment@michigan.gov.

Information Shared with Providers

Bridges sends a DHS-198 to the provider when CDC services are authorized, or when the authorization changes or ends.

Information may also be shared with the provider when an application is filed, withdrawn denied, or when the CDC case is closed.

The MiBridges online application and the MDHHS-1171, Assistance Application include a release of information allowing the department to provide this information. All other provider concerns should be directed to the client.

If the client has questions about the denial of the provider enrollment, the client should be told to discuss the issue with the provider applicant.

BACKGROUND CLEARANCES

A child care provider must undergo specific background clearances based on provider type. When an individual applies to be enrolled, and exclusionary background information or disciplinary action is discovered, this information will be utilized for all future enrollment attempts for the individual, including when subsequent enrollment attempts would not otherwise require such background information.

The following are definitions of previously identified required background checks, applicable by provider type.

Note: Background check clearances based on fingerprints remain valid 180 days from the date employment with a child care provider ends, or the date a provider stops providing child care. An out of state move voids background check clearances based on fingerprints.

Disciplinary Action

An individual may not be eligible to receive CDC subsidy payment as a child care provider if one of the following actions has been taken against a license or registration, and the license or registration has not been restored.

LARA CCLB or MDHHS:

- Revoked.
- Suspended.
- Refusal to renew.
- Denial of issuance.
- Other closure under disciplinary action.

Note: A provisional license does not constitute disciplinary action for these purposes.

Child Abuse and Neglect Central Registry

The MDHHS Child Abuse and Neglect Central Registry is reviewed daily for all providers and applicable household members over the age of 18 who are identified as perpetrators of child abuse or neglect, as confirmed by Children's Protective Services (CPS).

Note: Central Registry information is confidential and cannot be released. No other clearances will be completed if there is a Central Registry match.

ICHAT

ICHAT is a public resource maintained by MSP for name-based Michigan criminal history background checks.

OTIS

OTIS provides information about criminal offenders previously or currently under the jurisdiction or supervision of the Michigan Department of Corrections (MDOC). Information is provided on any offender who is, or was, in a Michigan prison, on parole or probation under the supervision of the MDOC, has transferred in or out of Michigan under the Michigan Interstate Compact, or who has escaped or absconded from their sentence.

PSOR

PSOR is developed and maintained by MSP to better assist the public in preventing and protecting against the commission of future criminal sexual acts by convicted sex offenders.

MSP Criminal History Records

Criminal history background checks are performed through a search using fingerprints. A criminal history record includes information on misdemeanor convictions and felony arrests and convictions.

For providers, this background check is administered by LARA through the Child Care Background Check (CCBC) system. Results are provided by the Michigan State Police, and decisions may only be appealed to LARA.

FBI Identity History Summary

The FBI provides an Identity History Summary, often referred to as a criminal history record or a rap sheet, listing certain information taken from fingerprint submissions kept by the FBI and related to arrests.

All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

For providers, this background check is administered by LARA through the CCBC system. Results are provided through the Michigan State Police, and decisions may only be appealed to LARA.

NCIC NSOR

The NCIC database includes a NSOR file of nationwide records on individuals who are required to register in a jurisdiction's sex offender registry.

For providers, this background check is administered by LARA through the CCBC system. Results are provided through the Michigan State Police, and decisions may only be appealed to LARA.

Inter-State Clearances

For any individual required to submit to Michigan and national background clearances, who has resided in any other state in the past five years, the criminal background clearance shall include a check of all the following systems in each state of residence:

- The criminal registry or repository.
- The sex offender registry or repository.
- The child abuse and neglect registry and database.

For providers, this background check is administered by LARA through the CCBC system. Decisions may only be appealed to LARA.

Automated Background Clearances

For determining continued eligibility, automated clearances are completed for providers and adult household members. These monthly automated processes match providers and applicable household members.

For confirmed Michigan system matches, MDE will verify the information is correct and close the provider with the appropriate

closure reason. Bridges will send the DHS-4807 and the DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment, to the provider, if the provider is active. A DHS-994, Michigan State Police Criminal Notice, will also be sent if the match is on ICHAT. Bridges will send the DHS-4807-C to the client and end the authorizations if the provider is associated with a CDC case.

Mandatory Denial

There are crimes in the following categories for which arrests and convictions may result in the mandatory denial or closure of a provider's enrollment:

- Arson.
- Assault or battery.
- Child and vulnerable adult abuse/neglect.
- Crime against a child, including child pornography.
- Criminal sexual conduct.
- Homicide.
- Kidnapping.
- Spousal abuse.

Administrative Review Process

All Providers

Child care providers or applicants who have been denied or closed as a result of a criminal conviction, arrest or pending charge record based on results not housed in the CCBC system (MDE findings from ICHAT, OTIS, and/or PSOR) may request an administrative review by following the instructions on the DHS-759 when applicable. This form instructs providers to send all documentation to MDE.

Note: For findings housed in the CCBC system, appeal to LARA only.

If the local office receives a request for an administrative review the information should be faxed to 517-284-7529. MDE will:

- Make a determination to approve or deny the provider/applicant.
- Notify the provider/applicant of the approval or denial.

- Remove the closure reason and re-enroll the provider, if applicable.

Note: The following convictions will not be overturned in an administrative review:

- A felony conviction for a crime on the mandatory denial list; see mandatory denial in this item.
- A violent misdemeanor conviction; committed as an adult against a child.
- A misdemeanor conviction involving child pornography.

Central Registry Clearance

License Exempt-Related and License Exempt-Unrelated

An applicant, provider, or household member denied or closed due to a Central Registry match may request to have the individual's name expunged from Central Registry by submitting a DHS-1929, Central Registry Clearance Request, to the local MDHHS Children's Services office. When an individual has been expunged, the provider must forward the written proof of the expungement to MDE. The date of any enrollment may not precede the first day of the pay period after the expungement was effective.

Administrative Hearings

All Providers

Neither child care providers nor CDC recipients are entitled to administrative hearings based on a provider's denial or closure.

Suspected Child Abuse or Neglect

All Providers

Child Care providers are required by law to report suspected child abuse or neglect. A referral to CPS can be made to the MDHHS Centralized Intake Unit by calling at 855-444-3911 or through the online reporting system at www.michigan.gov/mandatedreporter. CPS will make a determination of whether a child(ren) is at risk.

If substantiated abuse results in closure of a child care setting, Bridges will send the DHS-4807 and DHS-4807-C to notify the provider and the client of the closure.

Reporting Serious Injury or Death

Licensed

Child care providers must report a serious injury or death of a child in care according to requirements specified by LARA pursuant to The Child Care Organizations Act, as amended (1973 P.A. 116) and the rules promulgated under this act. Details of each incident should be reported to the provider's child care licensing consultant within 24 hours.

License Exempt

Child care providers must report a serious injury or death of a child in care within five days. Details of each incident should be reported to MDE by completing the License Exempt Provider Serious Injury Report form (MDE-4590). This information is compiled annually for public posting of aggregate data by provider type. The aggregate data report is available at www.michigan.gov/mikidsmatter.

Provider Questions

If a child care provider contacts the local office regarding questions about enrollment or billing, refer him/her to 866-990-3227.

LEGAL BASE

The Child Care and Development Block Grant (CCDBG) Act (42 USC § 9858 et seq.), as amended by the CCDBG Act of 2014 (Pub. L. 113-186).
45 CFR Parts 98 and 99.
Social Security Act, as amended 2016.
P.A. 368 of 1978 part 124.
P.A. 116 of 1973, as amended 2018.